

TULALIP TRIBES – QUIL CEDA VILLAGE

CLASS TITLE: Graphic Design Specialist

POSITION NUMBER: QCV 018-10

EMPLOYEE CLASSIFICATION: Non-Exempt

TRIBAL DEPARTMENT: Tulalip Data Services

EMPLOYEE REPORTS TO: Marketing & Design Manager or designee

THE TULALIP TRIBES PUBLICLY ANNOUNCES THAT INDIAN PREFERENCE IN HIRING SHALL APPLY TO TULALIP TRIBES JOB OPPORTUNITIES

BASIC FUNCTIONS: The successful candidate will create high-quality designs, concepts, and layouts. The tasks performed include generating new layouts, images, logos, and artwork to meet organizational needs. Additionally, the successful candidate must be able to work effectively with team members. As a graphics design specialist, the deliverables you create will be used on the web, in print collateral, in software applications, in videos – all highly visible channels throughout the organization and customers. You will function as a key team member in a highly synergetic and fast passed organization where the concept of teamwork is highly valued and expected.

ESSENTIAL DUTIES:

Use computer to generate new images, layouts, artwork and other graphic types for illustrations, logos, flyers, posters, and websites

Create print proofs; work with printers to ensure quality printing of designs

Key information into computer equipment to create layouts for client or supervisor

Prepare draft designs for discussion with customers and/or supervisors and modify designs as necessary

Meets with customers to discuss and develop design requirements

Performs graphic design and/or photo services as assigned by management

Perform thorough quality assurance checks of designs

Review finals designs and suggestion improvements

Perform quality assurance checks of electronic and print designs

Participate in the Tulalip Data Services mentoring program

Performs other related duties as deemed necessary or requested

KNOWLEDGE OF:

Graphic and photo manipulation with Mac computers and graphics design software

Mac hardware and basic networking skills

Strong knowledge of print-production processes and pre-press troubleshooting

Use and configuration of software programs such as:

Adobe CS4/5 Suite: Photoshop, Illustrator, InDesign, Flash, Dreamweaver, After Effects,

Microsoft Office (Outlook, Word, Excel, PowerPoint)

Experience in photography and digital rendering

Design techniques, tools and principles in graphic and design production

Customer service principles and techniques

ABILITY TO:

Create designs and layouts using a computer and graphic design software

Perform photo-restoration and photo editing/manipulation

Analyze and troubleshoot minor software application & networking issues with Mac computers

Perform detailed and accurate research for graphic design oriented projects

Problem-solve effectively

Communicate effectively through use of interpersonal skills, professionalism, and integrity
Digitize hand drawn art
Investigate and troubleshoot native-format files (print ready) such as PDF, AI, EPS, XLS, DOC, TXT, etc
Work with some degree of ambiguity
Organize, work on multiple projects, be able to manage time, and ability to self-direct
Prioritize and complete assignments and tasks in a timely manner
Must be able to work in several formats for deliverables

EDUCATION AND EXPERIENCE:

High School Diploma or GED equivalent required (attach copy)
Minimum Associate of Arts in Graphic Design or related art field is required (attach copy)
Minimum three (3) years experience providing visual design solutions in a web design, multimedia, or other creative agency-like environment is required.

OTHER REQUIREMENTS:

A great deal of creativity and latitude is expected
Provide two (2) letters of recommendation (from co-workers and/or previous employers)
Submit URL for online portfolio
(Portfolio must include samples illustrating past experiences and representative of layouts, designs, logos, and art work used in print and on the web. The portfolio should also include samples of photo restoration and manipulations.)
Must have a satisfactory or better employment history with the Tribe and/or previous employers
Must have a valid Washington State driver's license and insurance

WORKING CONDITIONS:

ENVIRONMENTAL:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year; however, you may be subject to working some weekends and special events.

PHYSICAL DEMANDS:

Manual and finger dexterity for the operation of a personal computer, telephone, and routine paperwork
Stamina to sit and/or stand for prolonged periods of time
Ability to walk on a frequent basis
Tolerance to be exposed to a computer screen for prolonged periods of time on a regular basis
Ability to lift and carry 30 lbs. on a frequent basis
Mobility to bend, stoop, and/or climb stairs on an occasional basis

PAY RANGE: DOE

OPENING DATE: Open Until Filled

CLOSING DATE: Open Until Filled